



**SAFETY: it takes all of us**

CAUTION



**CAUTION  
Wet Floor**



## PREVENTING SLIPS, TRIPS AND FALLS CHECKLIST

### Remember

Risk factors include physical hazards in the environment, age-related issues and health conditions. Reduce your risk and identify fall hazards in your workplace and home to prevent injuries and keep others safe.

Many people attribute falls to being clumsy or not paying attention, but many risk factors exist.

### Reduce your risk of slips, trips and falls:

- ☐ Keep floors and surfaces clean and clear of clutter
- ☐ Maintain good lighting both indoors and on outdoor walkways
- ☐ Secure electrical and phone cords out of traffic areas
- ☐ Install handrails on all stairways
- ☐ Clean up spills immediately
- ☐ Wear sensible and proper footwear
- ☐ Never stand on a chair, table or surface with wheels
- ☐ Create open pathways to walk through by arranging furniture properly
- ☐ Check the condition of outdoor steps and walkways and repair as necessary
- ☐ Remove fallen leaves, snow and debris from outdoor walkways
- ☐ Be aware that alcohol or drugs, including prescription and over-the-counter medicine, can affect your balance and increase your risk of falling

### Watch your step

Employees are 2.5 times more likely to suffer a disabling fall in an office setting than anywhere else, according to the National Safety Council. The Council offers the following tips on avoiding fall hazards in the office:

- ☐ Walk – don't run
- ☐ Wear footwear that reduces the risk of slips, trips and falls
- ☐ Stay to the right in hallways – same as you would in vehicular traffic
- ☐ Remove obstructions such as wastebaskets and cords from walkways
- ☐ Always be sure to close file cabinets and desk drawers so they do not create a tripping hazard
- ☐ Be certain stairwells are well-lit and equipped with anti-skid strips and handrails

**NATIONAL  
SAFETY  
MONTH** 2014

**National Safety Council**  
1121 SPRING LAKE DRIVE  
ITASCA, IL 60143-3201  
(800) 621-7619  
**NSC.ORG**

